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Forms Management Branch Report  
for  
Calendar Year 1960

I. General Statistical and Cost Data

1. Completed 1077 forms analysis projects resulting in the development of 150 new forms, improvement of 229 old forms and the critical review of 698 reprint requests.
2. These actions lead to the printing of 35,933,470 copies costing an estimated \$230,384. Annual costs of using these forms (about 20 times greater than printing costs) are approximately \$4,607,680.
3. Three hundred and twelve forms were obsoleted, the second largest number in the past ten years. This brings the ten year total to 1733, which in large measure accounts for the fact that Agency controlled forms have consistently been held to 2000 or less. As of 1 January 1961 there were 1790 approved forms in existence.

II. Tangible Dollar Benefits

The following are representative of the tangible benefits resulting from the 1077 forms analysis projects and other miscellaneous Branch projects. Many benefits not completed are intangible or would have taken too much time to compute.

1. Combined Form 695, Project Record with Form 122, Request for Information, thus obviating the annual storage and handling of three cubic feet of records. \$ 174.
2. Obsoleted an OTR Training Schedule Card, Form 1064 by substituting one part of the three-part Request for Internal Training, Form 73. 200.
3. Reduced the size of a Project Control Record, Form 619. 350.
4. Retired three cubic feet of records to the Records Center and destroyed 5½ cu. ft. in the office (One of which was at the New Building Site.) 487.
5. Prevented creation of a new Document Control Record. 500.
6. Reduced copy distribution of Forms Indices. 500
7. Eliminated duplicate typing of  name checks. 900. 25X1
8. Improved procedures and forms used in MRD processing of passport data for the Office of Personnel. 900.
9. Reduced size and no. of copies in set of Form 136, Request for Training in  facility. 1,000.

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| 10. Improve three FBID Logs and reduced frequency of preparation for monitoring broadcasts.   | 1,280           |
| 11. Prevented stencil retyping caused by use of old masters.  | 3,000           |
| 12. Improved the Master Immunization Record and related filing System.  | 4,380           |
| 13. Eliminated FBID logging of OCR disseminated material.   | 4,580           |
| 14. Converted warehouse stock of 106,000 sets of 1K series forms from dual offset masters to 212,000 single masters, thus preventing wastage of 106,000 masters and re-procurement of a like amount of cut masters. | 7,420           |
| 15. Consolidated four Industrial Register forms; two of the four were then obsolete.  | 12,111          |
| 16. Improved the OCR Batch System   | 15,330          |
| . Had contractor replace 60,000 faulty masters w/out cost to Government.  | \$ 600          |
| . Prevented unnecessary retypes by prescribing use of Columbia M-50 Mylar typewriter ribbons in OCR.  | 6,000           |
| . Prevented unnecessary procurement of long-run offset masters by providing to OCR that medium-run mats would do.   | 5,000           |
| . Eliminated unused pinfeed feature from master; reduced quantity ordered; rejected excessive bid, then rebid.  | 3,730           |
|   | <u>\$15,330</u> |
| 17. Improved Computer Forms and Systems.  | 26,594          |
| . Reduced size of OCR Listing (Form 1761) from 11" high to 10" high to permit vertical filing in safes.   | \$ 214.         |
| . Disapproved proposed OTR form.  | 1,500           |
| . Reduced printing cost of five forms by "Gang Bidding", thus obtaining a quantity discount of 18%.   | 1,800           |
| . Changed personnel action forms and systems (OP and Computer personnel share credit here.).  | 23,080          |
|   | <u>\$26,594</u> |

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| 18. Improved Dispatch Forms and Procedures.   | 33,510           |
| . Drastic revision of forms and related systems.  | \$10,000         |
| . Consolidated OL Dispatch overprints.  | 320              |
| . Prevented destruction of 185,000 sets of the old Dispatch forms by requiring the field to use them.   | 6,000            |
| . Prevented adoption of numerous proposals (including ES 60-510 which would have also preclassified forms <b>SECRET</b> ) to increase size of set from 6 to 9 parts which kept the Agency from spending \$3,190 in increased procurement costs and \$14,000 in additional pouch costs to ship larger and heavier sets overseas. | 17,190           |
|   | <u>\$33,510</u>  |
| 19. Improved Information and Intelligence Reporting Forms and Systems in CIA and the USIB Agencies.   | 41,040           |
| . Secured free modification of Army's Offset Systems Presses.   | 1,500            |
| . Removed 63,000 faulty CIA Information Report Masters from supply system, thus preventing retyping of an estimated 31,500 completely unsuitable masters and the unnecessary reproduction of 7,875 of these faulty masters. Includes value of masters replaced by the Contractor w/out cost to the Government.                  | 19,315           |
| . Disapproved an OO/C proposal for pink stripe run-off paper for OO-B Reports.  | 6,000            |
| . Combined two Intelligence Exchange Forms.   | 1,500            |
| . Converted Report Cover Sheet, Form 1467 from cut sheet to carbon-interleaved pad, thus providing versatile sets to meet varying needs.  | 675              |
| . Changed Shipping Category on Information Report Forms 1a and 1b from III to II, thus reducing pouch costs \$1.81 per lb. on shipments of 6,657 lbs.   | 12,050           |
|   | <u>\$41,040</u>  |
| 20. TOTAL TANGIBLE BENEFITS   | <u>\$154,256</u> |

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### III. Some Intangible Benefits of Forms Management

1. Working with RC/RQM/DDP, instructions on the care and use of offset masters were developed and distributed to reports producing DDP and DDI components. Distribution was also made to Army Intelligence.
2. Developed and disseminated detailed procedures on "How To Procure Other Government Forms Used By CIA".
3. An improved version of Form 30, Request For Approval Of Form was developed and published together with a new Specification form, Form 30b. Both forms will improve program operations.
4. A survey, Review of Agency Forms, initiated by the Support Procedures Committee, was completed by the major support components of DDS, the DDI and the DDP. The support components of DDS eliminated or combined with other forms a total of 110 forms. DDI eliminated 31 and DDP eliminated 49. However, only a portion of these 190 forms thus effected were a direct result of this survey. Many were attributable to the Branch's annual Forms Status Survey. The principle benefit of this survey was that the importance of forms was brought to the personal attention of the top echelon of Agency management.
5. The [ ] Committee collected 525 bootleg forms (235, or 45 % of which were preclassified) from 9 DD/P Divisions and Staffs. 8 Divisions and Staffs did not participate. These included 99 logs, 79 statistical reports, 68 personal data forms, 87 memos, 33 routing sheets and 20 time and attendance reports. A continuing analysis is being made to eliminate and consolidate these forms.
6. As the RCA 501 Computer became operational this staff has become unceasingly active in modifying old forms and developing new ones to meet changing requirements for both input and output documents as well as for related feeder forms. Twenty-three such forms were handled this year.

### IV. Training and Related Professional Activities

1. Participation in professional societies.  
Active

[ ] Helped found the Forms Management Council and was elected its first Chairman. Also elected Vice-Chairman of the Inter-Agency Records Administration Conference. Chaired several IRAC and FMC meetings and was also principal speaker at several such meetings.

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Passive

All staff members attended meetings of:

- . Inter-Agency Records Administration Conference.
- . Inter-Agency Management Analysis Conference.
- . Forms Management Council.

2. Attendance at Equipment Exhibits Demonstrations and Briefings.

- . [ ] - Davidson Corporation - offset Systems Printing Equipment.
- . [ ] - Haloid Zerox - Use of the 914 Zerox Printer to make paper offset systems masters.
- . [ ] - Addressograph - Multigraph Corp. - Offset Systems Printing and Collating Equipment.
- . [ ] - RCA - Computers and related equipment.
- . [ ] - Thompson, Ramo, Welridge, Inc. - Computers and related equipment.
- . [ ] - Gallant, Inc. - Thermo-fax.
- . [ ] - McGregor and Werner - Filing supplies and equipment, composing equipment and related items.
- . All staff members - CIA Support Exhibit.
- . [ ] - OCR Minicard and Intellofax Systems Briefing.
- . [ ] - IBM - National Science Foundation Computer Briefing.
- . [ ] - USAF Staff Message Center - Automated sequencing control offset printing presses.

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3. Trips.

- . [ ] - RCA Computer Service Center, Cherry-Hill, N. J. - To test sample continuous forms on the RCA-printer.
- . [ ] - Moore Business Forms, Thurmont, Md. - To view operations of a large specialty forms manufacturer.
- . [ ] - New York Business Show - To review latest systems and equipment.
- . [ ] - McGregor Carbon Forms Co. and Codo, Inc., Coraopolis, Pa. - To view manufacturing operations and to discuss research and development work on carbons, hecto masters and typewriter ribbons.

4. External Training.

- . [ ] AMA Automation Conference in New York.
- . [ ] - RCA Systems Analysis Course.
- . All staff members - NARS Records Management Workshop.
- . [ ] - American University's course in Administration and Planning of a Records Program - Creation.
- . [ ] - Arlington County School Board's Introduction to Electronic Computers and Management Control.

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5. Internal Training.

- . All staff members - Agency Computer Orientation.
- . [ ] - Logistics Support.
- . [ ] - Advanced Writing Workshop for Staff Writing.

6. Training Given.

- . [ ] Instructed in Forms Management at the American University's Seventh Institute on Records Management.
- . [ ] Spoke at Forms Officer meetings in the Departments of Commerce and Army.
- . [ ] Previewed the Forms Management Workshop for Records Management Staff members.

7. Personnel Changes.

- . [ ] retired in October after more than 30 years of Federal service.
- . [ ] transferred to Records Systems and Disposition Branch in April. She was replaced by [ ]

8. Commendation.

- . [ ] was commended by the Assistant Director, Office of Basic Intelligence, for the excellence of his technical assistance in a forms problem.

V. Program Changes

1. Because of [ ] transfer to Internal Revenue Service, the Agency's Correspondence and Reports Management programs were transferred to this staff.

[ ]

Chief, Forms Management Br.

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